



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF TEXAS

200 E. Ferguson - 2nd Floor - Tyler, Texas 75702 - Tel. 903-590-1212x212 - FAX 903-590-1230

POSITION VACANCY ANNOUNCEMENT

Position: Intake/Case Administrator - **Plano, Texas**
Temporary (a year and a day)
Applications must be received by October 3, 2002

Beginning Salary Range:
CL 25 - Minimum \$ 30,567
Job Posting # 2002-6

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The Clerk of the United States Bankruptcy Court for the Eastern District of Texas is seeking applications for a an **INTAKE CLERK/CASE ADMINISTRATOR** in the court's **Plano, Texas** office. This is a temporary (year and a day) position with full federal benefits and the likelihood of extension.

REPRESENTATIVE DUTIES: The Intake/Case Administrator receives and processes bankruptcy petitions and all other documents filed at the public counter. The incumbent manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining the official case records, monitoring the completion of the required procedural steps and performing the necessary noticing, administrative and clerical tasks as assigned. The incumbent will be involved in the court's transition to the new Case Management/Electronic Case Filing (CM/ECF) program.

QUALIFICATIONS: Applicants must be able to meet the public and work in a fast-paced, multi-faceted organization that requires flexibility as well as outstanding organizational, interpersonal and customer service skills. The incumbent should possess strong computer skills and have the ability to prioritize workload. An applicant must be a high school graduate or equivalent and have the following experience:

GENERAL EXPERIENCE: Responsible clerical or administrative experience providing a knowledge of office clerical practices such as filing, telephone usage, typing/computer skills, record-keeping, sorting and distributing mail.

SPECIALIZED EXPERIENCE: Two years specialized experience, including at least one year equivalent to work at Classification Level (CL) 24. This would be progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly found in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

EDUCATIONAL SUBSTITUTIONS: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

PROCEDURE: Submit an **Application for Judicial Branch Federal Employment (AO-78)** to Carol Thompson, Personnel, U. S. Bankruptcy Court, 200 E. Ferguson, Tyler, Texas 75702 (903-590-1212 # 212.) **See the court's web site at www.txeb.uscourts.gov for federal application and procedure.** Carol_Thompson@txeb.uscourts.gov. The federal government is an Equal Opportunity Employer.

RESTRICTIONS: The court will not pay for location or interview expenses. The position is subject to background check and mandatory direct deposit. **Only those applicants selected for an interview will receive a phone call to schedule an interview or other communication from the court.**